***Request for Proposal***

For GIS Trainer (Geographic Information System)

FOR

DANISH REFUGEE COUNCIL (LEBANON)

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| **Request for proposal (RFP) BEY/19/015** | |
| Name of the organization | Danish Refugee Council |
| Date of issue | 10th December 2019 |
| Last date and time for receipts of bids | 17th of December 2019 at 14:00pm |
| Address for the submission of proposals | By email at:  LBN-Procurement-RFP@drc.ngo |
| Address for queries | By email at:  LBN-Procurement-RFP@drc.ngo |
| Technical meeting in DRC Beirut office | 16th of December 2019 at 11:00am |

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.   
All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Operating since 2004 in Lebanon, DRC has addressed the needs and rights of vulnerable populations, working initially with Palestinian refugees (since 2004), Iraqi refugees (2007-2010), Lebanese IDPs (during the 2006 conflict), migrant domestic workers (since 2009) and, since 2011, responding to the Syrian refugee crisis.

DRC Lebanon is currently delivering programming in protection, housing, infrastructure, basic assistance, livelihoods, and community development interventions. This myriad programming seeks to address the immediate needs of displaced populations and concurrently support vulnerable host populations. DRC has four offices spread throughout Lebanon in, Beirut, the Bekaa Tripoli and Qobayat.

For further information about DRC, please refer to our website: drc.ngo

**Objectives:**

DRC is seeking to appoint a **GIS Trainer (Geographic Information System)** (individual or Company) for the following deliverables to train DRC staff 5-8 indivduals:

The GIS Trainer will build the capacity and train Information Management Team members to create a GIS PostgreSQL database and link it to QGIS and DRC’s Information Management System. The GIS Trainer will also train relevant DRC staff on creating dynamic, and interactive online maps in addition to static maps.

**Responsibilities:**

* Create a GIS PostgreSQL database.
* Link the Geo Database to QGIS
* Link the Geo Database
* Provide online GIS samples
* Visualize geographic data
* Create web and static maps
* Perform spatial analysis in the system.
* Create GIS databases and manage their data in a GIS database (PostgreSQL).
* Use HTML and java script to create legends, filters and some useful interactive functions.

**Deliverables:**

The consultancy work will start as soon as possible and will take up to 3 working days. Specific deliverables include:

* Provide mapping template for creating static maps and delivery of training sessions to IM Team on using ArcGIS and QGIS. In addtion to editing and desiging maps using Adobe Illustrator.
* Link GIS database to postgreSQL database and delivery of training sessions to IM Team on best and effictive way to automaitcally create maps just by changing the dataset in the database.
* Provide basic training on writing python code inside QGIS and ArcGIS
* Provide mapping template for creating online maps and delivery of training sessions to IM Team on using CartoDB, ArcGIS and QGIS. In addtion to editing and desiging maps using Adobe Illustrator.

The GIS templates, materials and tools developed will be considered as DRC intellectual property, thus DRC has the right to use and share with its partners.

**Timeframe for Outputs/Deliverables:** 3 days (7 working hours per day)

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| --- | --- | --- | --- |
| **Deliverables** | Day 1 | Day 2 | Day 3 |
| Provide mapping template for creating static maps and delivery of training sessions to IM Team on using ArcGIS and QGIS. In addtion to editing and designing maps using Adobe Illustrator. | X |  |  |  |
| Provide mapping template for creating online maps and delivery of training sessions to IM Team on using CartoDB, ArcGIS and QGIS. In addtion to editing and designing maps using Adobe Illustrator. |  | X |  |  |
| Provide basic training on writing python code inside QGIS and ArcGIS |  | X |  |  |
| Link GIS database to postgreSQL database and delivery of training sessions to IM Team on best and effictive way to automaitcally create maps just by changing the dataset in the database. |  |  | X |  |

**Experience and technical competencies:**

* At least three years’ experience in GIS;
* Experience in designing/developing static and web maps using QGIS, ArcGIS and CartoDB
* Experience integrating analytical software (such as Tableau) with mapping component;
* Experience in editing and designing maps using Adobe Illustrator
* Experience in GIS database and spatial analysis.
* Experience designing maps using commercial and open source tools;

**Education**: (include certificates, licenses etc.)

University or Technical degree (or equivalent experience) in GIS, computer science, information technology, computer engineering, or other relevant field.

**Languages:**

Full proficiency in spoken and written English and Arabic.

**Key stakeholders:** (internal and external)

* Information Management Unit

**Location:**

Based on the above timeframe for outputs and deliverables table, the consultant will be executing his/her tasks at Citea Hotel in Beirut.

**To Apply:**

Interested applicants should submit the following:

The **technical proposal** must include

* Detailed CV
* Relevant experience
* Sample maps and examples from previous work. (Preferably maps created for humanitarian purposes)
* Confirmation on the availability corresponding to the list of deliverables stated above.
* Relevant feedback / references from previous clients

The **financial proposal** must specify the following:

The costs for the services requested in the deliverables is per day

The Costs should be provided in **USD**.

The Consultant shall be wholly responsible for all taxes, national insurance or other contributions which are or may be payable out of, or as a result of the receipt of, any fees or other monies paid or payable in connection with this Agreement. The Consultant shall accordingly indemnify and hold DRC harmless against all taxes (including VAT), national insurance or other contributions, costs, claims, penalties, interest, expenses or proceedings arising out of or in connection with such taxes and contributions.

The Consultant should notify DRC of his/her registration for V.A.T. and provides V.A.T. invoices in respect of the Consultancy Services, if applicable.

**Instructions for Submission of Bid**

There are two methods for submitting bids:

* **Hard Copy**: One original copy of your proposal in a sealed envelope clearly marked with **RFP# BEY/2019/015 and the Consultant name**.

The sealed envelope must be deposited into the *DRC Tender Box* to the address below *before the RFP Closing Date and Time*.

*Paragon Building, 3rd Floor, above Body Garage gym, Alfred Naccache Street, Achrafieh, Beirut, Lebanon.*

It is the bidder’s responsibility to ensure that the sealed envelope is deposited into the Tender Box.

* **By Email:** Email submissions will be accepted and must be sent to the following address:

LBN-Procurement-RFP@drc.ngo quoting, **RFP# BEY/2019/015**, in the Subject line.

RFPs must be received in the email inbox by the closing deadline.

* A technical meeting (attendance is recommended but not mandatory) will be held in DRC office in Beirut as per the adddress mentioned above on **Monday 16th of December at 11:00am** to answer your quesitons and provide more clarifications (if needed) relevant to our request.

The closing date for the submission of proposals is **17th of December at 14:00 pm (local Beirut time).**

**Any bids received past the deadline will be disqualified.**

All related questions should only be addressed to: LBN-Procurement-RFP@drc.ngo.

Bids submitted by mail or courier are done so at the bidder’s risk and DRC takes no responsibility for the receipt of such bids.

All bids received in pencil will be disqualified.

**Validity of Offer**

Your bid must be valid for a minimum of 30 days from the date of the RFP closing date. Bids not meeting the Bid Validity Period may be disqualified. DRC will attempt to notify all suppliers of the outcome of their proposals as soon as possible after evaluation.

**Evaluation of Bids**

All Bids received and accepted will be evaluated on a ‘line item’ basis as follows:

1. *Administrative Evaluation:* Evaluated to ensure compliance with all the RFP requirements and to ensure that all Bids and calculations are readable and acceptable and includes:

* *Signed Code of Conduct*
* *Supplier profile registration form*

b) *Technical Evaluation:* All Bids received will undergo a Technical Evaluation based on ‘cumulative bid score’ as stated below:

Generic Technical compliance:

• Technical/Finance proportion 70/30

• Minimum passing technical score 40

The technical criteria for this RFP and their weighting in the technical evaluation are:

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| --- | --- | --- |
| Technical Criteria # | Technical Criteria | Technical Weighting |
| 1 | Required documents have been provided and instructions have been followed | 30 |
| 2 | Experience in creating static and online maps in the humanitarian sector | 30 |
| 3 | Experience providing technical training of trainers | 10 |
| Financial | | |
| Financial proposal / quotation | | 30 |

\*Out of the maximum 70 points that can be given for the Technical evaluation, bidders must obtain a minimum score of at least 40 in order to proceed to the financial evaluation. Only then will the financial offer be evaluated and reviewed against the technical offer.

c) Bids that comply with the requested items, specifications, and delivery conditions will be classed as ‘responsive’ (acceptable). Only Bids classed as ‘responsive’ (acceptable) will progress onto the ‘Financial Evaluation’ and will be shortlisted. ‘Non-responsive’ bids (not-acceptable Bids) will no longer be under consideration at this stage.

d) *Financial Evaluation:* All ‘Responsive’ Bids will undergo a Financial Evaluation based on proportion 70/30 where 30 is the weighted percentage of price offer.

**Note:** Shortlisted suppliers complying the technical and financial requirements may be asked for an interview with the responsible manager and supplier chain.

**Contract Award**

Under the ‘best value for money’ principle, DRC will award the contract(s) (DRC Purchase Requisition or Service Contract) to the ‘lowest responsive bid’ except where other considerations are warranted. These other considerations can be – total cost of ownership; cost of on-going consumables; price vs warranty; quality vs price.

**RFP Enquires**

All enquires and questions should be addressed to the email given in the RFP Detail’s section! All Q&A’s will be shared with all invited suppliers.

**Under DRC’s Anticorruption Policy, Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.**

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Sincerely,

Supply Chain Department

December 2019